

Pretreatment Coordinator - 2711

Primary Reason Why Classification Exists

To perform technical fieldwork and administration of the municipal wastewater pretreatment compliance program.

Distinguishing Features of the Class

An employee in this class is responsible for ensuring compliance with City, state, and federal wastewater pretreatment standards. Emphasis of the work is to ensure the City's wastewater collection and pretreatment operations are not impeded by physical obstructions of the biological activity of the treatment process, 2) that municipal sludge is treated for proper disposal or transferred for land applications and not transferred to streams, and 3) that safeguards are in place to prevent employees from contamination from chemical hazards and toxic fumes. Examples of duties include taking samples of wastewater from industries, wastewater plants, and domestic sewer manholes, site visits and inspections, recordkeeping, reporting, reviewing laboratory analysis, and notifying industries of noncompliance. The exercise of discretion and judgment is a critical factor in ensuring effective public relations with industry officials. Work is performed under the supervision of the Wastewater Plant Superintendent and is evaluated on the basis of timely inspections, notifications to industry, and timely and accurate reporting to state agencies. Work is checked by observation of work in progress (ride along) and review of state reports.

Illustrative Examples of Work

- Collects typical effluent samples at the required industries; determines sample compliance in accordance to amount permitted per industry
- Informs industries of sample results and compliance status
- Inspects each industry's facility on a regular basis; updates surcharge list by computing surcharge based on chemist's reports
- Maintains industrial wastewater survey by checking building permits, water consumption reports, and other records
- Prepares pretreatment program annual report; prepares various reports such as wastewater report, distribution and bacteriological reports, and analytical results of water and wastewater.
- Performs related work as required

Knowledge, Skills, and Abilities

- Thorough knowledge of state and federal pretreatment regulations and compliance requirements for POTW wastewater entities (Publicly Owned Treatment Works) and the National Pretreatment Program and the National Clean Water Act of 1972, and the National Pollution Discharge Elimination System (NPDES)
- Knowledge of the principles of environmental engineering and sciences with emphasis on chemistry including wastewater treatment and laboratory analysis processes and procedures
- Knowledge of federal and state laws regarding pretreatment regulations
- Knowledge of principles and practices of public relations and public speaking
- Ability to provide information to industry representatives with tact and discretion and apply diplomacy in public relations during frequent contact with industry officials

- Ability to communicate orally and in writing; ability to make public presentations
- Ability to prepare analytical and statistical reports as required by City, state, or federal agencies and maintain files and database information
- Ability to work independently without close supervision

Physical Requirements

Work in this class is medium work requiring exertion of in excess of 75 pounds of force occasionally, and/or in excess of 20 pounds of force frequently, and/or negligible amounts of force constantly to move objects. Employee must have visual acuity to prepare and analyze data, operate a computer terminal, perform extensive reading, and use measurement devices.

Working Conditions

Work is conducted in both inside and outside environmental conditions including extreme heat and cold. Employee is subject to hazards, including a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, exposure to chemicals, and atmospheric conditions. Employee is exposed to oil and greases and blood borne pathogens. Employee is subject to atmospheric and environmental conditions such as fumes, odors, dusts, mists, gases, or poor ventilation, and wastewater effluent.

Education and Experience

Completion of high school or GED equivalency supplemented by education in environmental science or related field typically provided in a two-year Associates degree program; a Bachelor's degree in chemistry, biology, environmental science, is preferred. And, at least 2 - 4 years' experience in an environmental-related area preferably with a wastewater treatment facility.

Special Requirements

- Valid North Carolina driver's license
- Pretreatment Grade I Certificate, or higher
- Wastewater Grade I Certificate, or higher

FLSA Status: Nonexempt (eligible for overtime or equivalent compensatory time at 1½ times the employee's regular weekly rate for all hours worked in excess of 40 hours in the City's official work week and not the employee's work schedule)

Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position and a more thorough description of these elements can be found in the employee's Position Analysis Questionnaire (PAQ). The employer reserves the right to assign or otherwise modify the duties assigned to this classification.